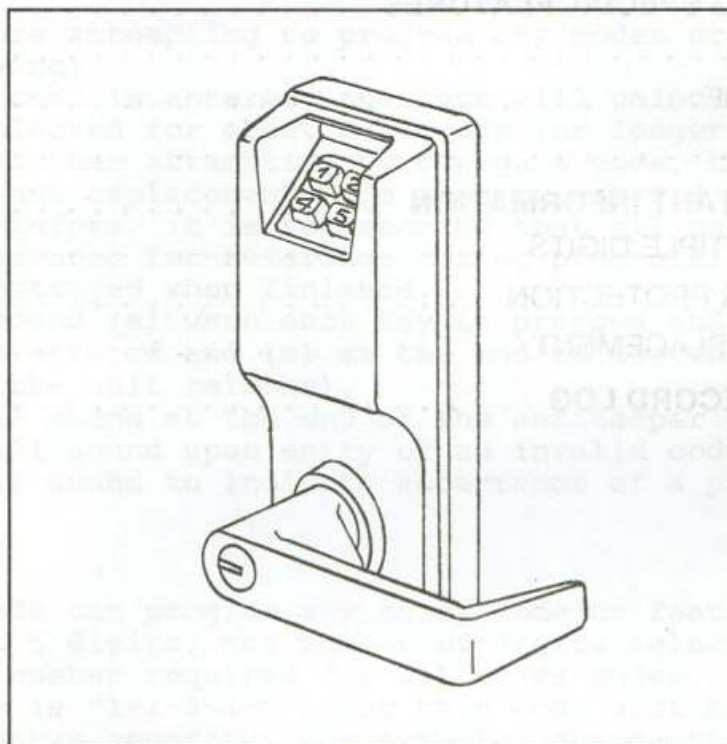




ALARM LOCK

PROGRAMMING INSTRUCTIONS

DL2500LE-SERIES DIGITAL LOCKS



UL Listed: Electrically-Controlled Single-Point Lock

PROGRAMMING INSTRUCTIONS



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USER'S GUIDE TO DL2500LE CODES & FEATURES

CONGRATULATIONS! Your new Alarm Lock Trilogy electronic digital lock is a rugged entry lock of advanced design with several programmable features. Three security levels are provided: Master, Management, and User, the latter comprising 15 User Codes, including a 1-time entry Service Code. Security is assured through the availability of 29,000,000 code combinations. Take the time to read through this guide to familiarize yourself with the features and operation of the lock, and its quick and easy programming procedures.

PROGRAMMING YOUR CODES

The DL2500 allows you to program

- 1 Master Code (all functions including entry)
- 1 Management Code (all functions including entry, but not Master Code, Management Code or Passage Function)
- 15 User Codes (3 banks of 5; entry only)
- 1 Service Code (1-time entry)

IMPORTANT: Before attempting to program any codes or features, note the following:

- When a valid code is entered, the lock will unlock immediately and remain unlocked for about 5 seconds (or longer, if reprogrammed). When attempting to change a code, the respective program code and replacement code must be entered while unlocked. Therefore, it is recommended that all codes be prepared in advance for reference during programming, then be secured or destroyed when finished.
- A beep will sound (a) when each key is pressed and (b) after a valid code is entered and (c) at the end of the unlock time (just before the unit relocks).
- Two beeps will sound at the end of the antitamper lockout time.
- Five beeps will sound upon entry of an invalid code.
- Six beeps will sound to indicate acceptance of a programmed code.

MASTER CODE.

The Master Code can program any entry code or feature. It may consist of 3 to 5 digits; the number of digits selected determines the number required for all other codes. The factory-programmed code is "1-2-3-4-5", but this code must be changed as follows to preserve security. For example, change the factory-programmed Master Code to "5-4-3-2-1".

Note: (1) Changing the Master Code will erase all other codes. (2) To conserve battery life, do not leave the lock in the Master Program Mode.

1. Enter existing Master Code: [1] [2] [3] [4] [5]. A beep will sound and the lock will open.
2. Within 5 seconds, enter Master Program Code: [AL] [1] [AL].
3. Enter the new Master Code: [5] [4] [3] [2] [1].
4. (For Master Code only): Press [AL].
5. Enter Master Code again to validate (only Master Code must be

validated): [5] [4] [3] [2] [1]. Six beeps will sound and lock will relock after about five seconds.

6. Test the new Master Code. Enter: [5] [4] [3] [2] [1]. A beep will sound and the lock will open.

Note: If only one code is required, stop here and proceed to PROGRAMMING SPECIAL FEATURES.

MANAGEMENT CODE.

The Management Code can program any user code (but not the Master or Management Code) or any programmable feature except the Passage Function. It must contain the same number of digits as the Master Code. The following example will program a Management Code of "2,3,4,5,1", using the Master Code programmed in the example above. **Note:** Changing the Management Code will not affect any other code.

1. Enter existing Master Code: [5] [4] [3] [2] [1]. A beep will sound and the lock will open.
2. Within 5 seconds, enter Management Program Code: [AL] [2] [AL].
3. Enter the Management Code: [2] [3] [4] [5] [1].
4. Test the Management Code. Enter: [2] [3] [4] [5] [1]. A beep will sound and the lock will open.

Note: If only two codes are required, stop here and proceed to PROGRAMMING SPECIAL FEATURES.

USER CODES. (Provides entry only.)

Up to 15 User Codes are available in three banks, each containing five users. User Codes are programmed by either a Master Code or a Management Code and the respective User Program Code shown below. Users may be "locked out" either individually or by bank, therefore when assigning codes, consider which users or groups will be denied access on a regular basis to simplify the lockout procedure.

<u>Bank 1 Program Code</u>		<u>Bank 2 Program Code</u>		<u>Bank 3 Program Code</u>	
User 1	AL-1-1-AL	User 1	AL-2-1-AL	User 1	AL-3-1-AL
User 2	AL-1-2-AL	User 2	AL-2-2-AL	User 2	AL-3-2-AL
User 3	AL-1-3-AL	User 3	AL-2-3-AL	User 3	AL-3-3-AL
User 4	AL-1-4-AL	User 4	AL-2-4-AL	User 4	AL-3-4-AL
User 5	AL-1-5-AL	User 5	AL-2-5-AL	User 5*	AL-3-5-AL

*May be programmed as Service Code (AL-3-AL). See SERVICE CODE.

Table 1. User Program Codes.

User Codes must consist of the same number of digits as the Master Code. To program any User Code:

1. Enter the Master Code or Management Code. A beep will sound and the lock will unlock.
2. From the above table, enter the respective Program Code for the selected user.
3. Enter the User Code. Six beeps will sound.
4. Test the User Code.

Note: If several User Codes will be programmed at one time, it is not necessary to re-enter the Master or Management Code for each, so long as the lock is not allowed to relock. Therefore,

after the six beeps sound (step 3, above) repeat steps 2 and 3 as necessary, then test all codes when done.

SERVICE CODE.

The Service Code is a one-time User Code for cleaning crews, babysitters, etc., which erases itself immediately after use. It is programmed as any User Code, with the Program Code AL-3-AL. If programmed, the Service Code replaces User Code 15 (Bank 3, User 5).

PROGRAMMING SPECIAL FEATURES

LOCKOUTS.

Any single user, any bank of users, or all users may be prevented from entry.

User Lockout. To temporarily disable any single user's entry code,

1. Enter the Master Code or Management Code.
2. From Table 1, enter the user's Program Code.
3. Wait for the lock to relock.

To re-enable the code, repeat the procedure.

Group Lockout. To temporarily disable all user entry codes of one or more banks,

1. Enter the Master Code or Management Code.
2. From Table 2, enter the Bank Disable Code(s).
3. Wait for the lock to relock.

To re-enable the code(s), repeat the procedure, replacing the Disable Code in Step 2 with the Enable Code. **Note:** Re-enabling a group lockout does not re-enable a single-user lockout of that group (see above).

<u>Bank</u>	<u>Disable Code</u>	<u>Enable Code</u>
1	AL-5-1-AL	AL-4-1-AL
2	AL-5-2-AL	AL-4-2-AL
3	AL-5-3-AL	AL-4-3-AL
1-3	AL-5-5-AL	AL-4-4-AL

Table 2. Bank Disable and Enable Codes.

UNLOCK TIME.

This is the amount of time that the lock is open after a valid code is entered. The factory-programmed time is 5 seconds, however this time may be increased to up to 20 seconds as follows.

1. Enter the Master Code or Management Code.
2. Enter [AL] [4] [5] [AL].
3. From Table 3, enter the desired unlock time.

Entry	Time
1	5 sec.
2	10 sec.
3	15 sec.
4	20 sec.

Table 3. Unlock Times (times approximate).

Note: To conserve battery power, keep unlock time as short as possible.

PASSAGE.

Programming the Passage Function will maintain the DL2500 unlocked until reprogrammed. To set the Passage Function, enter the Master Code, then press [AL] [4] [AL]. To relock, enter the Master Code, then press [AL] [5] [AL].

OTHER IMPORTANT INFORMATION

USE OF MULTIPLE DIGITS.

When programming entry codes, digits need not be limited to single buttons. Any combination of two or more buttons pressed at the same time will be considered as 1 valid digit of the code.

ANTITAMPER PROTECTION.

If three invalid codes are entered in succession, the unit will shut down for approximately 20 seconds to prevent code tampering.

BATTERY REPLACEMENT.

A 5-second dual tone (4 seconds high; 1 second low) when any key is pressed indicates that the batteries are weak. The DL2500 uses two popular-sized 9-volt alkaline batteries. The lock will function with weak batteries, however be sure to replace both batteries as soon as possible.

Remove the screw at the top of the interior lock housing and remove the lid. Replace both batteries quickly -- within about 60 seconds -- to avoid losing the memorized codes. Replace the battery lid, then test the lock.

Note: Should battery power fail and all codes be erased, open the door using the supplied key (key-override models) and replace the batteries. Reprogram all codes using the original factory Master Code (1-2-3-4-5).

USER CODE RECORD LOG

User No.	Description	User's Name	Code
	Master		
	Management		
	Service		
User 1	Bank 1, User 1		
User 2	Bank 1, User 2		
User 3	Bank 1, User 3		
User 4	Bank 1, User 4		
User 5	Bank 1, User 5		
User 6	Bank 2, User 1		
User 7	Bank 2, User 2		
User 8	Bank 2, User 3		
User 9	Bank 2, User 4		
User 10	Bank 2, User 5		
User 11	Bank 3, User 1		
User 12	Bank 3, User 2		
User 13	Bank 3, User 3		
User 14	Bank 3, User 4		
User 15	Bank 3, User 5		

DL2500 QUICK REFERENCE GUIDE TO PROGRAMMING CODES & FUNCTIONS

INSTRUCTIONS: To program desired code or function, (1) enter existing Master Code or Management Code (except where indicated); (2) enter listed Program Code before lock relocks; (3) see REMARKS. Refer to User's Guide OI171 for details.

<u>CODE/FUNCTION</u>	<u>PROGRAM CODE</u>	<u>REMARKS</u>
New Master Code	[1]-[1]-[1]	Must be programmed. Enter 3-5 digit code, then [1] ; enter same code again and listen for 6 beeps. Allows all functions. Enter same number of digits as Master Code. Allows all functions but Master Code, Management Code & Passage. Bank 1, User 1
Management Code	[1]-[2]-[1]	
User 1 Code	[1]-[1]-[1]-[1]	
User 2 Code	[1]-[1]-[2]-[1]	
User 3 Code	[1]-[1]-[3]-[1]	
User 4 Code	[1]-[1]-[4]-[1]	Bank 1, User 4
User 5 Code	[1]-[1]-[5]-[1]	Bank 1, User 5
User 6 Code	[1]-[2]-[1]-[1]	Bank 2, User 1
User 7 Code	[1]-[2]-[2]-[1]	Bank 2, User 2
User 8 Code	[1]-[2]-[3]-[1]	Bank 2, User 3
User 9 Code	[1]-[2]-[4]-[1]	Bank 2, User 4
User 10 Code	[1]-[2]-[5]-[1]	Bank 2, User 5
User 11 Code	[1]-[3]-[1]-[1]	Bank 3, User 1

For User Codes enter same number of digits as Master Code. Provides entry only. To disable, enter Master or Management Code, then Program Code (with no entry code); allow to relock.

User 12 Code
 User 13 Code
 User 14 Code
 User 15 Code*

-3-2-
-3-3-
-3-4-
-3-5-

Bank 3, User 2
 Bank 3, User 3
 Bank 3, User 4
 Bank 3, User 5

Service Code

-3-

* (User 15's code may have been used as the Service Code.)
 1-time entry. Replaces User 15 (Bank 3, User 5)

Re-enable Bank 1

-4-1-

Re-enable Bank 2

-4-2-

Re-enable Bank 3

-4-3-

Re-enable Bank 1-3

-4-4-

Unlock Time

-4-5-

Enter "1" for 5 sec; "2" for 10 sec; "3" for 15 sec; "4" for 20 sec.

Enable Passage

-4-

Use Master Code only

Disable Passage

-5-

Use Master Code only

Disable Bank 1

-5-1-

Disable Bank 2

-5-2-

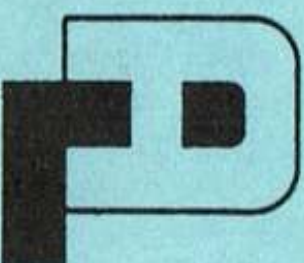
Disable Bank 3

-5-3-

Disable Bank 1-3

-5-5-

Total User Lockout



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